

- Are your employees engaged?
- Are there obstacles and barriers that get in the way of employees doing their jobs?
- Are there areas of work where process improvement would enhance productivity?

STEP 1: SUPPLY ANALYSIS

Supply analysis involves profiling your current workforce and projecting the future composition needed. This step involves analyzing specific attributes of the current workforce, reviewing trend data and projecting the future workforce supply.

You may want to consider focusing your attention on a limited number of positions within divisions or occupational groups until you gain more experience in this process. You may wish to consider the following positions in your initial profile:

- Key positions - positions designated by an agency that include responsibility for performing mission-critical work necessary for an organization to achieve its business goals. The work involves planning, designing, delivering or managing the flow of essential services. A vacancy in a key position of over one week would have a negative impact on the delivery of services because of the criticality of the work.
- Positions hardest hit by attrition - positions that have a high turnover rate or have a high number of employees who are eligible or soon to be eligible to retire.
- Positions most difficult to fill - positions that historically are difficult to recruit for and talent is not readily available.

CURRENT SUPPLY

The current workforce profile is a starting point to assess the workforce your organization will need in the future. Supply analysis provides the data needed for this profile. Analysis of the current staffing levels or composition of the current workforce should include:

- What jobs now exist
- How many people are performing each job
- How essential is each job
- Are there jobs that are no longer needed